



Department of Corrections
ADMINISTRATIVE BULLETIN

**Subject: CHANGES TO INMATE
PRERELEASE
PROCEDURES**

Number:

92/30

Date Issued:

August 12, 1992

Cancelled Effective:

The purpose of this Administrative Bulletin is to announce the implementation of a number of policy and procedural change recommendations developed by the Director's Task Force on Inmate Release Processes. This task force was developed with the direction to examine existing policies and procedures relating to the processing of the Release Program Study (RPS), California Department of Corrections (CDC) Form 611, between the institutions and parole regions, recommend changes which maximize the sharing of information, improve coordination efficiencies for the safety of the community, and improve continuity of care in cases relating to release of medically or psychiatrically disabled parolees.

Some of the initial recommendations developed from the task force were previously implemented in the Instructional Memorandum, Use of the Release Program Study, CDC Form 611 (1/91) dated December 23, 1991, which identified in detail what information was required in the CDC Form 611. That information remains current except as otherwise specified below.

CHANGES IN THE CDC FORM 611 REFERRAL PROCESS

Work furlough placement is to be referred via Institutional Staff Recommendation Summary (ISRS) or classification committee and endorsed by the Classification Staff Representative (CSR). The RPS is only to be a referral from the institution/community correctional facility (CCF) to the parole region/unit for preparole investigation with referral time frame change from 210 day to 120 day prior to release.

Currently, the CDC Form 611 referral process serves a dual purpose of referring the inmate/parolee for work furlough eligibility screening and for assignment to a parole region and unit for preparole investigation. This referral process is initiated at 270 days prior to the inmate's scheduled release date with the RPS forwarded to the appropriate parole region at 210 days in order to ensure sufficient time for work furlough placement at 120 days prior to release, as well as time to conduct the preparole investigation.

Work Furlough

1. The authority for screening and approving inmates for work furlough placement is shifted from the Parole region reentry units to the Institutions Division, Classification Services Unit (CSU). Endorsements of eligible inmates to work furlough programs will become another placement option available to the CSR upon recommendation of the reception centers or classification committees at mainline institutions/CCF.



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- a. Reception Centers (RC): In the Eligibility for Community Correctional Center section of the ISRS, the correctional counselor will indicate the inmate's in the work furlough program and the parole region to which the inmate will parole based upon the county of commitment/area of residence. If the inmate is approximately four months from release (calculated at a one-half time credit basis), the CSR will endorse directly to the work furlough program (to the parole region reentry unit program, not the specific work furlough facility, e.g., "Region IV Reentry approved") as directed by the CSU. If the inmate is within five months of release on a one-half time credit calculation, the CSR will endorse to the appropriate region reentry unit (noting the approximate release date) and approve en route status through a CCF. Upon transfer to the CCF, the inmate will be eligible for assignment. The same transfer field file accompanying the inmate from the RC to the CCF will subsequently accompany the inmate from the CCF to the work furlough facility. The medical/dental/psychiatric duty clearance prepared at the RC will act as the final clearance unless more current clinical chronos provide recent changes in clinical status.

A copy of the CSR action will be telefaxed/transmitted to the designated parole region; and, if vacancies currently exist, the reentry unit will immediately notify the RC of transportation arrangements no later than two weeks from the date of endorsement. If the inmate is approved for CCF placement en route to work furlough, the reentry unit will coordinate transportation with the CCF.

- b. Mainline Institutions-General Population (GP): At the time that an inmate is received at the GP from a reception center and as part of the Initial Classification Committee assessment, the inmate will be identified as eligible or ineligible for work furlough based upon current, standardized criteria. If the inmate is determined by the committee to be ineligible for work furlough, the inmate will not be referred for work furlough endorsement, unless case factors subsequently change to allow eligibility. The inmate is entitled to appeal this decision pursuant to institutional appeal procedures. Work furlough denials will not be referred parole region reentry units.

At the time that the inmate is within six months of the scheduled release date and the inmate has previously been determined to meet work furlough eligibility, the case will be rescheduled for classification. If the inmate continues to be eligible, the case will be referred to the CSR for endorsement. If endorsed, the institution



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will forward a copy of the endorsement action to the appropriate region indicating the current calculated release date. The parole region reentry unit will place the inmate on the work furlough waiting list from which vacancies at work furlough programs will be filled.

- c. No inmate will be cancelled from a work furlough transfer subsequent to CSR endorsement. If case factors subsequently indicate that placement is not appropriate, the case will be submitted to the CSR within 30 days for possible rescission of the endorsement.
- d. Parole region reentry units will retain responsibility for maintaining the work furlough waiting list and for coordinating with the CSU to help ensure that the waiting lists contain sufficient numbers of eligible inmates to maintain the contract capacity at each program.
- e. Inmates located in a CCF will be processed the same as those in the institutions and the Parole Agent III responsible to the specific CCF will act as the CSR for screening and endorsement purposes.
- f. Those sections on the front of the RPS, CDC Form 611, relating to reentry, are to be marked as not applicable (N/A) until the form is subsequently modified.

Preparole Referral:

- 1. Referrals for preparole investigation will be initiated at five months (150 days) prior to the scheduled release date and the RPS will be forwarded to the region responsible for the county of commitment at no less than four months (120 days) prior to the scheduled *release date*.. By doing so, it will be more likely that the inmate will have more definitive parole plans and that the scheduled date of release is less susceptible to change due to credit loss/restoration or due to amended or new sentencing documents. The exclusive function of the RPS will be for preparole investigation. The RPS may include recommended conditions of parole; however, the CDC Form 1520, Conditions of Parole, will not be prepared by the counselor/CCF parole agent and forwarded with the RPS.
- 2. At no less than 60 days prior to the scheduled release date, the RPS will be returned to the institution where the inmate is located with specific reporting instructions and any special terms of parole. This will allow for any delays which relate to Transfer Investigation Request (TIR) referrals for intra-or interregional preparole investigations. In addition, this



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will allow sufficient time to forward notice pursuant to Penal Code (PC) Section 3058.6 and to victims/witnesses requesting notice pursuant to 3058.8, as to the specific parole unit and Agent of Record (AOR) responsible for parole supervision. Specific TIR procedures will be modified and contained in the Department Operations Manual (DOM) revisions. The CDC Form 1520, Conditions of Parole, including all required conditions, will be attached to the RPS when returned to the referring institution.

3. Upon receipt of the returned RPS and Conditions of Parole, the assigned correctional counselor will ensure that the inmate signs the conditions of parole and that the inmate receives a copy of the conditions and reporting instructions. The original of the signed conditions will be placed into the central file and a copy will be attached to the Warden's Check Out Order, CDC Form 161, which is mailed to the parole unit upon the inmates release. In those cases when the conditions of parole have not been signed by the inmate (not returned from the parole unit in time or due to counselor error), the Classification and Parole Representative (C&PR)/Correctional Counselor III (CCIII) will ensure that standard conditions of parole are signed by the inmate by the day of release.

ORAL RPS PROCEDURES

On occasion, an inmate will be determined to be due for release and the CDC Form 611 has not been prepared and forwarded to the appropriate parole region for unit assignment and preparole investigation. In these cases, the following oral RPS procedures are to be implemented:

1. The institution C&PR /CCIII immediately notifies the Regional Reentry Coordinator's office in the region to which the inmate will parole to advise the imminence of the inmate's release to parole.
2. The C&PR/CCIII will provide the reentry coordinator or screener with the information required to complete the Request for Oral RPS, Form CDC 611-B (12/91)(attached). The coordinator or screener will identify the assigned parole unit and advise the C&PR/CCIII of the name of the parole unit, fax number, and address. Subsequently, the C&PR/CCIII will ensure that the RPS package in its entirety is either faxed or express mailed within one work day to the assigned parole unit.
3. The Oral RPS Form will be logged into the reentry tracking system with the notation "Oral RPS." The screener will ensure that the Oral RPS Form is immediately faxed to the assigned *parole* unit in order to initiate a parole field file. The parole unit will coordinate with the paroling institution to ensure that the standard RPS package is received expeditiously.



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4. Particular attention will be placed on imminent releases which include notice to victims/next of kin/witnesses pursuant to PC section 3058.8.
5. Attention will also be placed on paroling of inmates currently placed in institutional medical/psychiatric programs in order to ensure that sufficient information is provided to the assigned parole agent to maintain continuity in medical/psychiatric care. Psychiatric cases will immediately require the involvement of the Parole Outpatient Clinic.

VICTIM/WITNESS/NEXT-OF-KIN NOTIFICATION

In addition to those procedures established in AB 91/19, Victim/Witness Notification, dated May 31, 1991, staff will ensure that the following procedures are implemented relative to notification:

1. If at the time of the preparation of the CDC Form 611, a Victim/Witness Notification is reflected in the confidential section of the central file, as well as the CDC Form 112, Chronological History, the Correctional Counselor I will reflect the notification request in the appropriate section of the CDC Form 611.
2. The Correctional Case Records Manager will ensure that those cases designated for notification will include a copy of the notification requests (CDC Form 1707, letters requesting notice, etc.) in the RPS package forwarded to the Regional Records Office. If the confidential section of the inmate's central file contains a Victim/Witness Notification/Special Conditions of Parole Request (CDC Form 1707) or other documents/letters, the institutional case records staff shall include such documentation as the last section of the CDC Form 611 package forwarded to the regional re-entry/records office. All victim/witness documentation should be stamped "**CONFIDENTIAL**" in bold red letters and shall subsequently be placed in the confidential section of the parole field file as authorized in DOM 86080.5, Confidential Material Folder.
3. If the victim/witness/next-of-kin has requested a special condition of parole restricting the inmate/parolee from residing within 35 miles of the victim/witness/next-of-kin residence and the special condition is approved by the assigned agent and unit supervisor, the agent will coordinate with the paroling institution C&PR to ensure that parole residential plans are in compliance.



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TIR PROCEDURES

In addition to existing procedures for the processing of the TIR, CDC Form 1233, the following procedures will occur:

1. All preparole TIR transactions between parole units or parole regions will be conducted using the reentry unit as a centralized tracking/routing point. TIR referrals will be entered in the automated tracking system with particular focus on TIR referrals initiated prior to an inmate's release on parole. This will facilitate timely resolution of referrals prior to an inmate's release.
2. In multiple county of commitment cases, the following criteria for placement priority will be applied in determining the responsible parole region/unit:
 - a. If the inmate has no resources and was a transient, the referral will be made to the county with the controlling offense(s);
 - b. If no resources, the county of residence at the time of the commitment; or
 - c. The county with the greatest resources relative to the parolee's needs.

These policy and procedure changes are to be effective and implemented on October 1, 1992. Training in these changes will be available for those institutions or parole regions which request assistance.

Please inform all persons concerned of the contents of this bulletin which shall remain in effect until incorporated into the appropriate sections of the DOM. Please direct any inquiries regarding this bulletin to Tom Goughnour, Program Administrator, CSU, at (916) 322-2544 or CALNET 492-2544.

R. H. DENNINGER
Chief Deputy Director